



# ADVISOR TRAINING

Revised 7/08/2024

# THANK YOU

On behalf of Student Life, we would like to thank you for serving as an advisor to one of our student organizations. We appreciate the time and dedication you put into working with our students, from developmental conversations to supporting events.

The mission of Student Life is to develop and implement programs and services that will help students enhance their personal development and offer opportunities for cultural enrichment and community involvement.



# Our Mission

We are committed to creating an engaging, inclusive community that promotes a sense of belonging and student success.

We design transformative, holistic programs and provide opportunities that result in educational, professional, and leadership development.

Student life offers Leadership, Service, Wellness, Engagement, Inclusion and Exploratory programs.

# Reasons to Serve

An advisor is a mentor who provides guidance and support to student organization members. Your primary role is to serve as a resource person for the organization. You will also provide continuity for the organization and pass along valuable information regarding history and past accomplishments.

An active advisor can improve the effectiveness of an organization while also assisting in the positive development of the students. Advisors serve as an advocate for the students and maximize the benefits of students' co-curricular college experience by teaching and encouraging our students outside of the classroom.



# Advisor Requirements

- **Full-time faculty or staff** member at that campus\*
- Sign the Advisor Agreement Form in Student Organization Packet
- Submit updated Club Roster at the beginning of each semester.

# Advisors Assist With:

- Maintenance, Growth & Continuity
- Navigating College Policies & Procedures
- Reserve Meetings Spaces
- Goal Development
- Maintaining Active Status
- Travel\*

# Role of the Advisor

- Serve as a mentor for the student organization by assisting in developing realistic goals, program content and purpose, planning, and training for the academic year
- Be familiar with the Broward College Student Code of Conduct and other college guidelines that establish expectations for student behavior and activities
- Attend scheduled club meetings and organization events.
- Be aware of all on and off campus activities and inform the group on institutional policies that may affect these plans
- Vet and approve all events prior to being submitted
- Supervise programs in safe and responsible manner and ensure that these activities do not interfere with the normal operations of the college.



CLUBS & ORGS



# FORMS

## All found on Student Life website

[Registration Packet/Re-registration Packet](#)

[Fund Request Form](#)

[Facility Request Form](#)

[Monthly Club Report](#)

[Travel Packet\\*](#)

Liability forms

[On Campus](#)

[Off Campus](#)

# Guidelines for Student Organizations



- Membership in the organization is open to all registered students of the college without regard to race, color, age, national origin, religion, gender, marital status, sexual orientation, or disability. Recruitment and membership policies and practices are free of deception and coercive tactics.
- A statement of purpose, criteria for membership, rules or procedures, and a current list of officers are filed with Student Government each semester of the academic year. The by-laws of every organization shall include the anti-hazing policy of the college.

(College Policy 6Hx2-5.13)

# Hazing: ZERO TOLERANCE POLICY

Policy: Broward College Policy 6Hx2-5.02 prohibits any acts of hazing on or off the campus by individual students, student groups or organizations, or any other individuals or groups associated with the College as defined in section 1006.63, Florida Statutes.

Penalty: In accordance with Broward College Procedure 6Hx2-5.02, the possible penalties for hazing include all sanctions up to and including college expulsion for individual students, and/or deactivation of a student organization.

# Active Student Organizations

Student Life reserves the right to declare a club or organization inactive for failing to meet the following requirements:

- Completed Club Packet
- Updated Roster (every semester)
- Constitution (with Student Life Template)
- Club Training (new members every semester)
- All Club Meetings (twice a semester)
- Submit Monthly Club Report

# To Receive Funding Clubs Must:

- Be in good standing by complying with the Active Requirements listed above.
- Submit Monthly Club Report and include the following info:
  - Monthly Meetings
    - Clubs must have a minimum of one scheduled meeting per month to receive funding
  - Events/Activities
    - Clubs must host at least 1 event per semester to receive funding

# Funding Requests & Purchases

- Funding Requests should come from students on the Event Request form
- Purchases can only be made by the Club Advisor, or Student Life
- All purchases should be made using a Broward College issued Procurement Card (P-card).
  - Reimbursements can be made to Advisor
- If you are requesting Student Life assistance, please send us links for purchases
  - Amazon is preferred vendor
- One co-sponsorship (**maximum of \$250**) is allowed per academic term per club
  - Based on availability!

# Financing & Funding

- All purchases for Co-Sponsorship must be made using a Broward College issued Procurement Card (P-card).
- All purchases made on behalf of Broward College must be done so using a **tax-exempt** form. This form can be provided by Student Life and is available on the Broward College website.
- All service vendors must be pre-approved by Student Life prior to starting a Requisition/Purchase Order in Workday. This process will require a longer timeline & additional paperwork, most notably, insurance to the college that names Broward College as an "additionally insured" policy holder.

# Financing & Funding: Fundraising

- Fundraising is an additional means of financial assistance for club orientations, T-shirts, travel, awards, etc. as well as getting members and students more involved
- Director of Student Life must approve all fundraising events
  - Clubs are responsible for filling out an Event Request form to receive approval of any fundraising activity
- No dollar limits apply to fundraising amounts or frequency
  - Only check and cash can be accepted
- Electronic/credit card payments are not acceptable forms of payment for fundraising initiatives
  - (No Zelle, Cash App, Venmo, Apple Pay, Crypto, etc.)



# Fundraising Examples

- Bake Sale (purchased items only; no day-old food; individually packaged)
- Balloon Sale
- Bike-a-thon
- Book Sale/Exchange
- Bowl-a-thon
- Business Sponsorship
- Car Wash
- Club dues (only if nationally affiliated)
- Flower Sale
- Garage Sale
- Portrait Sketching
- Social with Donations at the Door
- Tutoring
- Walk/Run Race

# Club Accounts and Deposits

- Student organizations **MAY NOT** keep fundraised dollars in off-campus bank accounts
  - Clubs must deposit fundraising money into an established "agency" account
    - If your club does not have one, or you are unsure, the Office of Student Life can assist in helping you establish one
- All collected dollars must be deposited into the Cashier's Office within 48 hours of your event
  - ONLY Club Advisors can handle and deposit funds

# Travel Requests & Additional Funding

Priority Deadline for Travel Requests or Additional Funding is October 4, 2024

- To request additional funding of up to \$250 each club must present the request to Student Government
- Additional funding requests are made at Senate or Required All Club Meetings
- Notify your SG in advance of presentation request
  - [NSG@mail.broward.edu](mailto:NSG@mail.broward.edu)
  - [CSG@mail.broward.edu](mailto:CSG@mail.broward.edu)
  - [SSG@mail.broward.edu](mailto:SSG@mail.broward.edu)

# Travel Requests

- To request travel funding, please complete the Travel Packet located on the Student Life website under Advisor Resources
- Student Organization Travel Request fall under Procedure Number: A6Hx2-5.13B. Student organization travel must be requested and coordinated by the advisor to the student organization. Student organization and advisor travel shall be approved and conducted in accordance with College Policy 6Hx2-6.21.

# Travel

- Travel funds must be used for workshops, conferences, competitions, and other events that are developmental and of educational nature, not social.
- \*\*Priority will be given to groups that are presenting, engaging in academic competitions, and/or award recipients on behalf of the college.\*\*
- Clubs must complete one major academic term as an active organization to be eligible to travel.

# Travel

- Funding is on a first-come, first-serve basis and limitations may apply.
- Only one trip, per club, per academic year can be sponsored through Student Life. Funding for the trip cannot exceed \$1500 for travel accommodations for all participants (conference registration, hotel stay & transportation).
- Any travel where students can financially gain must be a collegiate sanctioned activity.

# Gambling Prohibited



NOTE: As a general matter, raffles, lotteries and other "drawings by chance" are considered a form of gambling and prohibited by law in Florida. Certain exceptions are made for nonprofits, and laws concerning this must be strictly adhered to by student organizations.

# Event Planning: Logistics

- The Process:
  1. Club plans event with advisor at least 4 weeks in advance of event date
  2. The Club *Advisor* then submits a Facilities Request at least 2 weeks in advance of event date
    - This will include the room layout and set-up information
- Consider all logistics:
  - Set-up & clean-up (tables, chairs, decoration, etc.)
  - Food & drinks [no alcohol allowed]
  - Outside organizations/vendors



# Event Planning: Marketing

- Flyers, Banners, and Posters
  - Permission must be obtained from the Office of Student Life before posting any notices on campus
  - All promotions must contain the name of the club/organization responsible
  - Flyers may not be placed on automobiles, windows, doors, etc. at any time
  - All advertisements must be removed no later than 24 hours after the event
- The Observer
  - The Observer is the Broward College's newspaper
    - This is a great form of advertising that can be utilized to announce events campus-wide
    - Advertising Request Forms can be submitted to [theobserverbc@gmail.com](mailto:theobserverbc@gmail.com)

# Event Planning: Social Media

- Social Media accounts can be created, but should follow District Marketing guidelines
  - Meaning that NO mention of Broward College should be listed in your profile or they will be deleted
    - Good Example: @MMI @PSA @PsychClub
    - Bad Example: @MMIBrowardNorth @PsychClubBrowardCollege
- Student Life will promote any approved club activity through our platforms
- Tag your campus Student Life page for us to promote:
  - @bcnorthsl, @bccentralsl, @bcsouthsl

# CERTIFIED LEADER PROGRAM

## SEMINAR LOCATIONS:

NORTH- BLDG 46, RM 144  
CENTRAL- BLDG 19, RM 104  
SOUTH- BLDG 68, RM 191

FOR MORE INFO CONTACT:  
[STUDENTLIFE@BROWARD.EDU](mailto:STUDENTLIFE@BROWARD.EDU)

## LEADERSHIP SEMINARS:

- MONDAY, SEPT. 23RD AT 12:30PM
- TUESDAY, OCT. 1ST AT 2:00PM
- WEDNESDAY, OCT. 16TH AT 12:30PM
- THURSDAY, OCT. 24TH AT 2:00PM
- WEDNESDAY, NOV 6TH AT 12:30PM
- THURSDAY, NOV 14TH AT 2:00PM

## 3 STEP CERTIFICATION:

- ATTEND 3 LEADERSHIP SEMINARS
- COMPLETE 8 LEADERSHIP JOURNAL ENTRIES
- COMPLETE SOFT SKILLS

## BENEFITS:

- GRADUATION STOLE
- LEADERSHIP CERTIFICATE
- PROFESSIONAL DEVELOPMENT
- PERSONAL EXPLORATION
- BUILD YOUR NETWORK
- RESUME ENHANCEMENT





Questions?